

Roblox Memes JOINT MEMORANDUM OF JUDICIAL, EXECUTIVE, AND OFFICE OF THE OIC

RM-027-10034

TO:

Department Heads
Division Heads
All Others Concerned

JM-001

DUTIES & RESPOSIBILITIES TO DEPARTMENT HEADS, DIVISION HEADS, AND MEMBERS OF THE DEPARTMENT AND DIVISION.

A. Definition of terms

- a. DH Department Head
- b. DVH Division Head
- c. Asset Facebook Group, Discord Server, Roblox Group
- d. Server Discord Server
- e. SMS Specialized Management Supervisor

I. INTRODUCTION

Joint Memorandum - 001 details the Duties and Responsibilities of the DH, DVH, and members part of the Staff Team of Roblox Memes

Enclosed to this Joint Memorandum is the template for "Recommendation for Demotion" and "Weekly Report for Department Heads"

II. BODY OF THE AO-001

The Group's Staff Team is divided into 2 Departments and 2 Division per Department. The Departments and Divisions in their respective areas are listed as follows:

- Executive Department Governs the Group, Server, and Roblox Group, main purpose of the Department is to mandate, monitor, and review the Group's Assets (Group Settings and Administrative Works [e.g. Hiring, Staff Monitoring])
 - a. Administrative Division
 Controls the assets of the Groups and Servers of Roblox Memes.
 Reviews Group Settings, amends Group Rules.
 - b. HR Division
 Monitors and Manages the Staffs for compliance, performance reviews, resolve any Staff Disputes, and managing the recruitment of Staffs and Training,
- b. Judicial Department Monitors and Moderates the Group and Server as a whole. Investigates any types of abuse of Powers at the Executive Department, raids, conflicts. [See J-DO-011004)



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- a. Moderation Division
 Moderates the contents of the Group and the Servers of the Roblox Memes,
- b. Court and Intelligence Division
 A rework of the now defunct Supreme Court. Reviews the conflicts that cannot be solved by the HR Division, makes Intelligence on the Groups / Servers that are in the Watchlist (See CID-DO-011004)

Below are the List of the Department Heads and Division Heads:

a. Executive Department

Head: Jonredd Celso

- a. HR Division Head: Jerald Bonbon
- b. Administrative Division Head: SMS and the Founder
- b. Judicial Department

Head: Staven Geoff Kho

- a. Moderation Division Head:
- b. Court and Intelligence Division Head

The <u>Specialized Management Supervisor</u> and the <u>Founder</u> still has Redundant Powers of each Department.

III. DUTIES AND RESPONSIBILITIES OF DH

- a. Department Heads must do a routine check of their divisions as such, all Staffs that are inactive for long-period of time should be submitted to the HR Division for subject of Demotion.
- b. Department Heads must comply to submit their AF-01 or the Administrative Form 1 for Weekly Reports on how's their respective Divisions work.
- c. Department Heads should comply on Monthly Meeting with the Specialized Management Supervisor, not attending may cause a suspension.
- d. Department Heads can issue meetings with the Division Heads, this should be announced a day prior to the schedule of the meeting.
- e. Department Heads should report to the <u>SMS</u> weekly.

IV. DUTIES AND RESPONSIBILITIES OF DVH

- a. Division Heads must monitor their members activity, this should be submitted to the Head of the Department for review.
- b. Division Heads are required to join meetings with their respective Department Head if the DH said so.
- c. Other provisions, inclusion, may be added through the Department Memo's/Orders.



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V. Staff List

List of the Staff Members Modified: 12/07/2021

Executive Department

Department Head: Jonredd Celso Staff Members: Nero Nathan Rei Sison

Christoph Johann Repuyan

Gryl Pepito

Judicial Department

Department Head: Staven Geoff Kho Deputy Department Head: James Jordan

FB Moderators: David Cortez

Ella Trompeta

Gaebrielle Domingo Rhonix Allen Abenes

Theresa Fowler Yanina Dela Serna

Discord Mods: List to be propagated.

VI. REPEAL CLAUSE

All Memoranda's and Orders are hereby repealed.

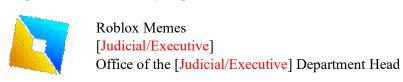
VII. **EFFECTIVITY**

This AO should take effect (7) seven days after distribution

Approved by the OIC of the Group

Enclosure to RM-027-10034

- Recommendation of Demotion
- Department Head Weekly Report



Recommendation for Demotion/Suspension

Modified: 12/07/2021

Name of the Department Head: Dismissal for:	
Date submitted:	
Reason for Suspension Please check if applicable Lack of activity Busy at School Disciplinary Action	
☐ Voluntary Suspension ☐ Others:	
Reason for Demotion Please check if applicable	
☐ Lack of activity	
 □ Busy at School □ Disciplinary Action □ Voluntary Demotion □ Others: 	
I. Basic Information of the Staff	
Name: Sex: Age: Birthday: (MM/DD/YY) Position:	
Background Information: Staff between: (MM/DD/YY) or (MM/YY)	
I, (Name of Department Head), determined that this staff requires (S (Reason). Given this on (MM/DD/YY).	Suspension/Demotion) due to
Department Head's Printed Name over Signature	

Enclosure to RM-027-10034

- Recommendation of Demotion
- Department Head Weekly Report



Roblox Memes
[Judicial/Executive]
Office of the [Judicial/Executive] Department Head

DEPARTMENT HEAD WEEKLY REPORT

Modified: 12/07/2021

Department Head:
Staff Members:
Division Heads (if applicable):
Summary of Department Report:
Add anything that summarizes your Staff Works, for example, how many pending posts did your staff do, what achievements did your department get, etc.
I. Questions
Do you struggle with handling the group? Why? Why not?
2. Your activity in your own words:
3. What did you learned while working with your team?
II. Recommendations:
To be filled by the Judicial Department Head
What is the average number of the posts that got decline (<i>estimated</i>) in the past 7 days?
What is the average number of the posts that got approved (<i>estimated</i>) in the past 7 days?
How many bans, mutes, and warning did occur in the Discord Server? Bans: Mutes: Warns:
Department Head's Printed Name over Signature